

## **BOARD OF DIRECTORS – ACTION SUMMARY**

**Wednesday, June 4, 2003 – 6:00 p.m.**

**Administration Building  
2101 Hurley Way, Sacramento, CA**

### **CALL TO ORDER**

The meeting was called to order by President Goold. Board Members present: Duveneck, Engellenner, Goold, Granados, Stewart, Valley, Vanderveen. Directors Jones and Trujillo, absent. Staff: Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA**

### **CONSENT AGENDA:**

#### **1. Board Meeting Action Summary—May 21, 2003**

- **Board Action:**  
*Engellenner/Duveneck—Approve the Consent Agenda. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

### **ACTION ITEM(S)**

#### **1. Management Exchange Contract—California Office of Homeland Security—(Martinez)**

- The Draft Exchange Agreement was submitted to the State for comment; no further action at this time.
- **Board Action:**  
*Action deferred pending receipt of final Agreement.*

**2. Bid Awards for Replacement and/or Relocation of Facilities—(Connor)**

- The Board directed staff to proceed with the long-term program plans for the design and construction of eight new fire stations utilizing three station sizes (2:8 – 2 bays/8 beds; 3:10 – 3 bays/10 beds; 4:13 – 4 bays/13 beds) at the following locations:

Station 110 near Eastern and Berrendo – 2:8  
Station 32 near Hazel Avenue and Roediger – 3:10  
Station 67 near Sunrise Boulevard and Douglas Road – 4:13  
Station 111 in Rio Linda – 3:10  
Station 42 near Watt and Myrtle Avenue – 3:10  
Station 29 near Greenback and Kenneth – 3:10  
Station 54 near Bradshaw and Vintage Park – 3:10  
Station 64 near Manlove and Casals – 3:10

The following two Requests for Qualifications (RFQ) were solicited to accomplish the initiative; both assignments anticipated to begin July 1, 2003 and continue through June 30, 2007:

**A. Architectural and Engineering Services**

- The RFQ to provide professional services for the fire station design includes the schematic productions, design development, construction documents; furnish bidding support, obtain construction related permits, furnish construction support, and other related services such as geotechnical and land surveys.
- Cost estimated to not exceed \$2,300,000 and is budgeted for annually.
- Bids were received from the following vendors:

ATI/Nicoloff Associates, Inc.	Jeff Katz Architecture
Madsen, Flathmann, Dameron	WLC Architects
& Babcock Architects (MFDB)	RRM Design Group
Glass Architects	Calpo, Hom & Dong Architects
Don Dommer Associates	Marcy Wong Architects
CJW Architecture	Dean Unger, AIA

- Staff recommendation to authorize the Fire Chief to execute a contract for Architectural & Engineering Services with Madsen, Flathmann, Dameron & Babcock Architects.
- **Board Action:**  
*Vanderveen/Stewart—Approve the staff recommendation. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

**B. Environmental Services**

- RFQ issued to provide on-call environmental services including real property environmental assessments prior to land acquisition; California Environmental Quality Act (CEQA) compliance documents; storm water permits; hazardous materials assessments; and eventual site closure activities including underground fuel tank mitigation prior to the sale of District surplus properties.
- Cost estimated to not exceed \$700,000 and is budgeted for annually.
- Bids were received from the following vendors:

ATC Associates, Inc.	ATI
Central Valley Environmental	ENGEO, Inc.
Environmental Compliance	Geocon Consultants, Inc.
Jones & Stokes	Locus Technologies
MGE Engineering, Inc.	Ninyo & Moore
Tetra Tech EM, Inc.	URS Corporation
- Staff recommendation to authorize the Fire Chief to execute a contract for Environmental Services with Locus Technologies.

**Discussion:**

- Director Vanderveen in support but suggested some changes: station numbering be changed from 110 to 107 and 67 to 68; build Station 29 instead of Station 22 at District property located at Oak Avenue near Beech in lieu of the proposed Greenback and Kenneth location which is unsuitable.
- Clarification of issues included:
  - ✓ On-going evaluation of alternative sites.
  - ✓ Architectural and engineering firm will perform an in-depth analysis of the Greenback and Kenneth site.
  - ✓ At least two years before any station is built to allow for the design/permitting and construction.
  - ✓ Other factors outside of Metro Fire determine station numbering.
  - ✓ Continuing approval process by the Board.

- **Board Action:**

*Stewart/Engellenner—Approve the staff recommendation and award contract to Locus Technologies. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

*Consultants present were introduced from MFDB-Dan Dameron, Randy Dawson; Locus Technologies-Jim Blake.*

**3. Special District Nomination for Alternate Commissioner to the Sacramento Local Agency Formation Commission (LAFCo)—(Goold)**

- Office of Alternate Special District Commissioner vacated by Charles T. Rose who was elected as Special District Representative (Office No. 6).
- Nomination of a candidate for the open position of Alternate to LAFCo must be submitted by June 13, 2003, for forthcoming election.
- **Board Action:**  
*Duveneck/Granados—nominate Director Gay Jones. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

**4. Resolution No. 38-03—Allocation of District Funds into a Workers' Compensation Checking Account—(Appel)**

- Staff recommendation to adopt the Resolution transferring District funds and authorizing the establishment of a Workers' Compensation checking account at Roseville First National Bank in the amount of \$250,000 to be administered by Gregory B. Bragg and Associates, Inc., the District's Third Party Administrator, for the payment of benefits to the District's injured workers.
- **Board Action**  
*Stewart/Engellenner—Adopt the Resolution. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

**5. Resolution No. 39-03—FY 2003-2004 Vehicle Replacement Master Plan—(Ritter)**

- The proposed Vehicle Replacement Master Plan contains a total of 305 authorized vehicles.
- Based on Board direction at the last meeting, one vehicle was removed from the list to correct an oversight reducing the projected cost from \$2,825,000 to \$2,785,000.
- Projected cost of \$2,785,000 versus \$2,475,000 last year is a result of inflation, the inclusion of the ARFF vehicles, and the replacement of the Hazardous Materials Truck in the 20-year Plan.
- Staff is recommending the Fire Chief be directed to implement the FY 2003/2004 Vehicle Replacement Master Plan as proposed.

**Discussion:**

- Proposed purchase of a crash rescue truck for \$500,000 clarified—it is a replacement for deteriorating ARFF equipment inherited at McClellan Park to cut down on the constant maintenance expense. The contract requires two operational ARFF units.

The McClellan Park contract contains cost reimbursement provisions for personnel, facilities, equipment, large maintenance issues, and administrative costs of about 12%. Further discussions with the County on options to assist with replacement.

Long-term equipment replacement costs for McClellan to be considered.

- Responding to a question on the purchase of equipment for Mather prior to a contract for service, Fire Chief Martinez stated equipment or a financial commitment would be a consideration of the Mather contract for service being negotiated for possible presentation to the Board next month.

The Mather contract requires the County to provide a new ARFF unit in addition to the three units available to provide the service, and transition to newer equipment.

- Directors Vanderveen and Granados requested additional discussion and evaluation of the Vehicle Replacement Master Plan at the Finance Committee level prior to adoption.
- The Fleet Plan is merely a guidance document—the actual funds are committed for expenditure in the budget.

- **Board Action**

*Engellenner/Duveneck—Adopt the Resolution. Directors Duveneck, Engellenner, Goold, Stewart, Valley, AYE. Directors Granados and Vanderveen, NO. Directors Jones and Trujillo, absent. Motion carried by 5 – 2 vote.*

**6. Resolution No. 40-03—Surplus Vehicle Designation—(Ritter)**

- Staff recommends adoption of the Resolution establishing the following vehicles as surplus and authorize the Fire Chief to take the necessary steps to have the vehicles permanently removed from the District's inventory by appropriate means:

13	–	Administrative Support
4	–	Ambulances
3	–	Engines
<u>4</u>	–	Miscellaneous (1 trailer)
<b>24</b>	<b>–</b>	<b>Total</b>

- Majority of surplus vehicles are disposed of within Northern California. On occasion, there is a donation to Mexico.
- **Board Action**  
*Vanderveen/Engellenner—Adopt the Resolution. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

**7. Resolution No. 41-03—Industrial Disability Retirement Determination-Fire Engineer Douglas H. Peccianti—(Appel)**

[Taken out of order after Closed Session]

- Work related injury resulting in permanent disability precluding performance of duties in the position of Fire Engineer.
- Application filed with the Public Employees' Retirement System.
- Recommend approval—Retirement effective June 24, 2003.
- Mr. Peccianti was invited to attend the meeting but declined.
- **Board Action**  
*Engellenner/Granados—Adopt the Resolution. Unanimous vote in favor by members present. Directors Jones and Trujillo, absent.*

**PRESENTATION ITEM(S)**

**1. Resolution—Allocating Funds of the District-Property Tax Administration Fees—(Simcoe)**

- The property tax administration fees have increased to 19% versus the staff projection of 4% at the time the 2002/2003 Final Budget was established.
- Staff recommends a transfer of surplus funds from the Communications Services Account to the Property Tax Administration Fees Account in the amount of \$225,000.
- Administration and Board concerns to be conveyed to the Board of Supervisors and County Executive's Office with a request for more information for an independent analysis to justify the increase.
- Resolution required for approval by June 30, 2003 for payment purposes.
- **Board Action**  
*General consensus to place the Resolution under the Consent Agenda at the next regularly scheduled meeting of June 18, 2003.*

## 2. Fixed Asset Records—(Simcoe)

Presentation received.

- On the June 30, 2001 audit, a material weakness was cited on District Fixed Assets. At the time of the merger, Fixed Assets of one Agency were balanced, the other was not. When the districts merged, the fixed asset records were combined resulting in deficient records.
- Due to the magnitude of this project, a consultant was hired to inventory and evaluate the Fixed Assets. The project has been completed and a new base for Fixed Assets developed. The District purchased software with our Purchasing Agent, Jim Connor, assigned to manage the Fixed Assets system on a permanent basis.
- Staff recommends adoption of the following new Fixed Assets Base broken out by category:

Land and Improvements	\$ 4,424,905.33
Structures and Improvements	\$ 19,595,102.20
Equipment/Vehicles	\$ 30,614,578.21
<b>Total Fixed Assets</b>	<b>\$ 54,634,585.74</b>

A 200-page extensive detail is available upon request.

- As requested, a Summary Statement can be provided with the Annual Budget but the Audit completed approximately one year after the close of the fiscal year is the official record.
- **Board Action:**  
*General consensus to place the Resolution under the Consent Agenda at the next regularly scheduled meeting of June 18, 2003.*

## 3. Information Systems Update—(Baumann)

- A committee has been formed to review some available software programs; a future questionnaire to be distributed to the Board to develop an assessment of desired laptop use for general direction to staff.

**PRESIDENT'S REPORT—(Goold)**

- **Local 522 Presentation:**

Brian Rice, President of Local 522, addressed the Board:

- Status update on the Employee-Employer Relations Resolution – He slowed the process down for further evaluation with Pat Monahan and Fire Chief Martinez.
- There are a number of issues in the press involving an agency with members in Local 522. Extended appreciation to Pat Ellis as PIO, for being a great resource to him. This is a sensitive issue affecting the entire fire service regionally and we need to be guarded in discussions.
- ERAF – Management and labor are working together to maintain this well-deserved exemption in light of the California State budget deficit to include Fire Chief Martinez, Local 522 and the California Professional Firefighters. Encouraged the Board to stay the course and lend its total support to the collective efforts of management and labor at this juncture.
- As President of Local 522, invited the Board to contact him directly with any issues of concern.

**FIRE CHIEF'S REPORT—(Martinez)**

- Thanked the Board members who attended the Recruit Academy Graduation on May 23, 2003. We now have 20 new firefighters.
- Introduced new employee, Charmie Junn, Human Resources Analyst.
- Personnel—completed Captain's test; results of Battalion Chief's test to be posted shortly.
- Distributed copy of a letter confirming his participation in the Sacramento Bee's Dr. Risk Program during the week of June 16. Provides an opportunity to weigh in on articles for the front-page section of Metro for five days.
- Deputy Chief Plessas is off work with a health issue. Chiefs Ritter and Latta are handling the workload.
- Retired Deputy Chief Raddigan's mother passed away. The funeral is Friday, June 6 at 10 a.m. in Woodland. Call for further details.

**GENERAL COUNSEL'S REPORT—(Price)**

None.



**COMMITTEE AND DELEGATE REPORTS:****Executive Committee—(Goold)**

- Next meeting TBD

**Communications Center Delegate—(Vanderveen)**

- Special meeting: June 10, 2003 – 9:00 a.m.  
Closed Session topics

**California Fire & Rescue Training Authority—(Stewart)**

- Next Meeting—TBD

**Finance Committee—(Jones)**

- Next meeting—June 18, 2003 – 5:30 p.m.

**Policy Committee—(Duveneck)**

- Presentation received.
- Next meeting: July 2, 2003 – 5:15 p.m.

**INFORMATIONAL ITEM(S):**

1. Sacramento Bee, *Metro Fire Makes Plans for Stations*, May 22, 2003
2. Sacramento Bee, *Smoke Signals*, May 25, 2003

- **Board Action**  
Received and filed.

**RECESS TO CLOSED SESSION 8:05 PM****RECONVENE TO OPEN SESSION 8:10 PM/CLOSED SESSION REPORT**

Report by General Counsel Price:

**1. LABOR NEGOTIATIONS**

Pursuant to California Government Code Section 54957.6  
District Negotiator: Deputy Chief Teresa Means  
Employee Organization: Sacramento Area Fire Fighters Local 522

No discussion.

**2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9(a) – One (1) cases

Douglas H. Peccianti v. Sacramento Metropolitan Fire District Claim #6221020201

Board received medical background—no action taken.

Resolution relative to the industrial disability to be considered under Action Item No. 7.

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## BOARD MEMBER QUESTIONS AND COMMENTS

### **Vanderveen:**

[Taken out of order prior to Closed Session]

- Inquired about writing a letter from the Board on ERAF to the Governor and Assembly/Senate leadership advocating a favorable resolve.
- **Board:**  
*General consensus to work with staff and take appropriate action based on their advice.*

### **Valley:**

- The wife of retired Fire Chief Gordon of Florin passed away.

### **Duveneck:**

- Extended appreciation to Brian Rice for being present and acknowledging the open lines of communication.

## **ADJOURNMENT:**

The meeting was adjourned at 7:30 PM.

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Grant B. Goold, President

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James M. Stewart, Secretary

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Charlotte Tilson, Clerk of the Board